

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

### Adjunct Instructors for the School of Education

**Department:** McCabe Family School of Education

#### **OBU Mission Statement**

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

#### **Expectations for all Employees**

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees must embrace these expectations and model them in their behavior.

- *Demonstrate commitment to the essentials of the Christian faith.*
- *Commit to the mission and vision of Oklahoma Baptist University.*
- *Maintain active membership in a local evangelical Christian church.*
- *Treat people with dignity and respect.*
- *Build relationships on honesty, integrity, and trust.*
- *Strive for excellence through teamwork, leadership, and a strong work ethic.*
- *Manage human and financial resources wisely and efficiently.*

#### **Overview**

The McCabe Family School of Education at Oklahoma Baptist University seeks to hire one or more adjuncts to teach 3 to 9 credit hours per semester of education undergraduate and graduate level courses. The courses assist undergraduate teacher education candidates and graduate level education students in developing the knowledge, skills, and dispositions necessary to assist K-12 students in reaching their potential. A master's degree in teaching or an education related field is required; Doctorate preferred. All positions are security sensitive and will require a criminal background check. To be considered for the adjunct faculty pool, please go to [www.okbu.edu/hr/jobs.html](http://www.okbu.edu/hr/jobs.html). Then scroll down to the bottom of the page and click on "**Faculty Application**" to apply for the Adjunct position you qualify for. Applicants must be committed to the essentials of the Christian faith and willing to integrate faith with academic instruction. Compensation varies based on education. Mileage reimbursement for candidates from outside the local area may be available. When you apply, please include a completed cover letter, curriculum vitae, personal statement of Christian faith, statement of teaching philosophy and transcripts.

#### **Essential Functions**

- Teach 1-3 education courses within the School of Education as assigned
- Prepare and distribute syllabi according to University policy
- Utilize presentation software and learning management system for courses
- Organize and direct the learning experiences with assigned classes as outlined in the course syllabus and objectives
- Keep accurate class records and submit reports and grades on time and as requested
- Be available during office hours

## **Other Duties**

- Participate in state and national accreditation processes as needed
- Participate in on-going professional development for adjuncts when requested

## **Required Qualifications**

- Masters in an education field such as curriculum, instruction, education leadership, special education, or a content specific area
- A minimum of three years teaching in the K-12 setting, preferably in special education and/or at the secondary level
- InTASC Standards
- National standards specific to area of specialty
- Demonstrate strong pedagogy with respect to curriculum and instruction
- Current research related to specific academic field/specialty area
- Understand various teaching strategies, learning theories, and instructional methods to effectively engage students with diverse learning styles
- Student Learning Outcomes, Program Learning Outcomes, Assessment and Data collection
- Able to assess student ability and adjust teaching as appropriate
- Familiarity with course design, curriculum development, and assessment practices, ensuring that learning objectives are met, and students' needs are addressed
- Proficiency in using a variety of teaching methods (e.g., lectures, seminars, case studies, group projects) to promote active learning and engagement
- Proficiency in using educational technologies (e.g., learning management systems, online tools, digital resources) to enhance teaching and facilitate learning
- Strong interpersonal skills
- Integration of faith and learning
- Develop course learning outcomes and assessment that align with program learning outcomes and curriculum maps
- Create assessment rubrics that effectively measure course outcomes
- Work effectively with other faculty members, staff, and administrators on departmental and institutional projects, research collaborations, or curriculum development.
- Balance teaching, research, advising, and administrative duties, effectively managing deadlines and maintaining productivity
- Organizational skills are necessary for course preparation, grading, meeting research milestones, and handling academic responsibilities

## **Preferred Requirements:**

- Ph.D. or Doctor of Education in a field such as curriculum, instruction, education leadership, special education, or content specific area
- Full-time or part-time experience in teacher preparation in higher education

## Special Requirements

- Demonstrate vibrant Christian faith that aligns with the mission of Oklahoma Baptist University
- Active member of a local, evangelical church
- \*Evangelical is a broad term referring to segment within Christianity which maintains the authority of the Bible and the belief in salvation by faith in Jesus alone.
- **\*\*Please apply using the link for “Faculty Applications” on the OBU website at <https://www.okbu.edu/hr/jobs.html>**